

WJHG - TV & WECP - LD
EEO PUBLIC FILE REPORT
October 1, 2016 - September 30, 2017

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Account Executive #1	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25	6
News Producer	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25	5
Videographer/Producer #1	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25	3
Commercial Producer	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	5
Multi-Media Journalist #1	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	3
News Anchor	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	6
Multi-Media Journalist #2	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	12
Multi-Media Journalist #3	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	12
News Anchor/Multi-Media Journalist	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	3
Meteorologist	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	12
Account Executive #2	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	31
Account Executive #3	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	6
Videographer/Producer #2	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	6
Technical Media Producer #1	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	6
Local Sales Assistant/Receptionist	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	31
Technical Media Producer #2	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	31
Broadcast/IT Maintenance Technician	1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17,20,21,23,24,25,31	5

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Gulf Coast Community College 230 W US Hwy 98 Panama City, FL 32405 Chris Thomas cthomas@gulfcoast.edu James Baxley jbaxley@gulfcoast.edu Kim Hoyt khoyt@gulfcoast.edu	Y	0
2	National Assoc. of Hispanic Journalists Rebecca Aguilar aguilar.thereporter@yahoo.com	N	0
3	University of Florida 114 Stadium West, Gainesville, FL 32611 Tom Krynski TKrynski@wruf.com 352-392-6397	N	24
4	Florida State University, Panama City Campus, 4730 Collegiate Dr., Panama City, FL 32405 L. Jemison LJemison@pc.fsu.edu	N	0
5	Station Website www.wjhg.com	N	31
6	WJHG TV In House Referral 8195 Front Beach Road Panama City Beach, FL 32407	N	18
7	University of West Florida 11000 University Parkway, Pensacola, FL 32514 Communication Arts Department news@uwf.com	N	0
8	Chipola College 3094 Indian Circle, Marianna, FL 32446 Royce Reagan ReaganR@Chipola.Edu	N	0
9	University of Central Florida, Nicholson School of Communication 4000 Central FL Blvd, Orlando, FL 32816 Communications@UCF.edu	N	0
10	WJHG TV On-Air Recruitment	N	0
11	Florida State University Meteorology, Tallahassee, FL ahiquist@met.fsu.edu	N	1
12	TVJobs.com jobs@tvjobs.com	N	59

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
13	Florida A&M University FAMU School of Journalism and Graphics Yanela Gordon, Internship & Placement Director 850-412-5395 yanela.gordon@famu.edu	Y	0
15	Spot 'n' Dots Ms. Dai Korba ads@spotsndots.com 888-884-2630 Fax: 607-729-7331	N	0
16	Mississippi State University, Starkville, MS 39762 662-325-2323 Dr. Darrel Schmitz schmitz@ra.msstate.edu	N	1
17	Gray TV Intra-Company Dottie Boudreau Dottie.Boudreau@gray.tv	N	14
20	Alabama State University, P.O. Box 271, Montgomery, AL 36101 Dr. A. David Communitas dokeowo@alasu.edu Dept. of Communications	Y	0
21	Career Development & Resource Center, Naval Support Activity, Panama City Beach, FL 32407 Annette Adams annette.adams@navy.mil Alicia Winters alicia.winters.ctr@navy.mil	N	0
23	Career Source Gulf Coast 625 Highway 231, Panama City, FL 32405 MerrittR@workforcecenter.org	Y	0
24	Bay County NAACP Nancy Vietor evietor@woh.rr.com	Y	0
25	Medialine P.O. Box 91505 Pacific Grove, CA 93950 Mark Shilstone medialine@medialine.com	N	0
28	Internal promotion or transfer	N	0
29	Non-employee referral WJHG TV 8195 Beachfront Road Panama City Beach, FL 32407	N	8
30	Walk In/Self-Referral	N	1
31	Indeed.com	N	23
32	University of Alabama WVUA sdiorio@wvua23.com	N	0
Total No. of Interviewees Referred by Recruitment Sources:			180

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1.	Participate in events or programs sponsored by educational institutions relating to careers in broadcasting	October 1, 2016 - WJHG meteorologists spoke at a student weathercasting workshop hosted by Florida State University Meteorology Department in Tallahassee, FL. They worked directly with students in the meteorology department who, upon graduation, will be seeking employment in broadcast meteorology.
2.	Participated in career fair	October 27, 2016 - WJHG Promotions/Program Manager participated in Career Fest 2016 sponsored by Northwest Florida State College, Walton County School District and DeFuniak Spring Rotary Club at Northwest Florida State College Campus Chautauqua Center. At the fair, resumes were solicited and career opportunities in broadcastings at WJHG were discussed with interested attendees.
3.	Participated in career fair	November 15, 2016 - WJHG Promotion/Program Manager participated in the Regional Career Fair sponsored by Chipola Regional Workforce Development Board at Eastside Baptist Church Marianna, FL. Chipola College, Washington-Holmes Technical Institute, and five county school districts (Calhoun, Holmes, Jackson, Liberty, Washington) bused students to the Job Fair. At the fair, resumes were solicited and career opportunities in broadcastings at WJHG were discussed with interested attendees.
4.	Station Tour to High School television production class	December 20, 2016 - A group of students from Blountstown (FL) High School who are enrolled in a television production class toured WJHG production department and studio. Students are interested in a career in television production and wanted to learn more about WJHG production services and about jobs in television production.
5.	Participate in job fair	February 10, 2017 - WJHG took part in the 30 th Annual Bay County Job Fair at the Haney Technical Center Panama City, FL. VP/General Manager and Promotion/Program Manager were available at the Job Fair to visit with attendees about current positions available at WJHG and other career opportunities at WJHG and in television broadcasting.

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
6.	Participate in events or programs sponsored by educational institutions relating to careers in broadcasting	March 29, 2017 – WJHG News Director/Noon Anchor and a WJHG Multi Media Journalist traveled to the University of Florida in Gainesville to participate in the UF College of Journalism Career Fair Day. Students were interviewed for career opportunities in the WJHG News Department. Information was also shared with students about careers in the television industry. WJHG News Director serves as a member of the Department of Telecommunications Advisory Board. In this role, she helps advise the college Dean and other leaders on the direction of the Telecommunications-News program at UF. She also works directly with students, and helps further their education in Broadcast News, by critiquing their work, offering them advice and tips to help them find jobs in the field of Broadcasting, and speaking to classes. She works with students individually where she evaluates their news stories, offers suggestions, and teaches tips that will help them with their first job.
7.	EEO Training	April 7, 2017 - Wiley Rein LLP Attorney at Law provided a webinar on the FCC's Equal Employment Opportunity rules including the outreach required for the opening of jobs at the stations, the non-vacancy related activities that stations should be engaging in, and the recordkeeping requirements to make sure stations keep all the necessary documents to support what the station did. All department managers participated.
8.	Participate in events or programs sponsored by community groups interested in broadcast employment issues	April 12, 2017 - WJHG took part in the 2017 Career Expo Career Source Job Fair at the Holley Center on the campus of Florida State University Panama City Campus. VP/General Manager and Promotion/Program Manager were available at the Career Fair to visit with attendees about current job openings and other career opportunities at WJHG and within the broadcast industry.
9.	Internship Program	Internship #1 June 5- July 27, 2017- University of Florida Public Relations student interned in the WJHG newsroom. The intern learned technical skills necessary to create a news story from the idea to the fully produced story and how to discern what information is most important to the audience. A general overview of newsroom positions and corresponding responsibilities were shared during the internship. The intern was supervised by WJHG News Director. Internship #2 June 26 – August 1, 2017- University of Iowa Journalism and Mass Communications student interned in the WJHG newsroom. The intern learned various aspects of newsroom operations from writing, to gather video and “live” reporting to social media, editing and newsroom workflow. The intern was supervised by WJHG News Director.